



STATE OF MAINE
BUREAU OF GENERAL SERVICES

*Architect / Engineer
Procurement Process*

The standard procurement process of Architect and Engineer design services for public improvements is a Qualification Based Selection (QBS) process per statute (Title 5, §1742 subs. 6), described briefly here.

- 1.) The [advertisement](#) of this Request for Qualifications is the initial step in the process after the Agency assures that the project itself approved and funded. A clear scope of services statement is an essential component of the advertisement.
- 2.) [Interested firms respond](#) to the Request for Qualifications (RFQ) as described below, submitting the Letter of Interest and Statement of Qualifications to the Selection Committee.
- 3.) The [Selection Committee screens all submissions](#) and invites the most qualified firms to interview for the project, typically three to five firms.
- 4.) The [Selection Committee interviews the firms](#).
- 5.) The [Selection Committee ranks all of the interviewed firms](#). The Committee [negotiates an agreement](#) with the highest ranked firm based on the scope of professional services identified in the RFQ and interview.
- 6.) A [BGS Professional Services Agreement](#) is drafted.
- 7.) An insurance certificate and approved agreement is required before work commences.



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Notice to Architects and Engineers
Request for Qualifications

The Bureau of General Services wishes to procure architectural and engineering services for the **Office Renovations at the Marquardt Building at the East Campus in Augusta, Maine.**

The scope of this project includes, but is not limited to conceptual design, schedule and budget estimating, design development, contract documents, and construction administration. The project involves the renovation of 20,000 – 40,000 square feet of existing office space, new conference rooms, code compliance, structural improvements, plumbing and mechanical systems upgrades, lighting and electrical improvements.

Interested firms should submit *one electronic copy* and *six paper copies* of a Letter of Interest with a Statement of Qualifications which includes the firm's:

- A. qualifications to undertake this project;
- B. experience with budgets and project cost control, with some results of the firm's activities;
- C. list of projects that demonstrate the firm's capabilities;
- D. list of recently completed work of similar type and size projects, with client contact information for each project;
- E. profiles of key personnel who will be involved in the project;
- F. statement of current workload and ability to complete the project;
- G. list of business references other than those listed above, including contact information; and
- H. additional information that you believe would be useful in evaluating the firm's qualifications.

The *paper copies* of the Letter of Interest and Statement of Qualifications should be sent to **Victor Trodella, Architect, Cross State Office Building, 4th Floor, 111 Sewall Street, Augusta, Maine 04333** so as to be received not later than **1:00 PM on August 20, 2013**. The *electronic copy* of the Letter of Interest and Statement of Qualifications should be sent as an attachment to an email addressed to victor.trodella@maine.gov so as to meet the deadline noted above.

At least three of the responding firms will be invited for an interview to discuss their qualifications. Project fees and specific design solutions for this project will not be discussed at the interview. Specific program information will not be available before the screening of qualification packages. The selection committee will rank all firms and negotiate fees with the highest ranked firm.